ACAP Student Placement Code of Conduct

ACAP provides a secure and supportive environment for teaching and learning in which students are stimulated to reach a high level of achievement. ACAP is committed to high standards of professional and ethical conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their placement.

The following code of conduct sets out the responsibilities of ACAP students whilst preparing, undertaking and finalising a student placement when working with the Student Placement Department, clients and supervisors and wider members of the ACAP community or the organisation they are placed with.

**ACAP students are expected at all times to:**

- meet all placement organisation requirements regarding attendance, promptness, punctuality, dress and work hours
- treat Student Placement Department staff and colleagues with respect, courtesy and fairness, and afford the same professional courtesy to other professionals in all interactions and across all forms of communication
- maintain a cooperative and collaborative approach to interpersonal relationships with members of the ACAP community, fellow colleagues and staff at the placement organisation
- bring any concerns or difficulties to the immediate attention of the Student Placement Department which can then support, mediate, liaise and mentor as appropriate
- act at all times in a way that demonstrates respect for the rights and privileges of other members of the ACAP community, both fellow colleagues and staff at the placement organisation, and show commitment to the ideals and reputation of ACAP
- demonstrate initiative, monitor their own progress within the placement learning environment and be familiar with placement requirements. When unclear of expectations or requirements, students are to be proactive in clarifying expectations before undertaking their placement or progressing with activities
- act at all times in an ethical, professional and appropriate manner. All activities of the student are expected to be carried out honestly, fairly, and accurately so as to maintain good relations with the chosen placement organisation
- foster and maintain an attitude of equity and self-discipline towards others
- foster and maintain an open attitude toward others and do not display, or engage, in discriminatory behaviour or values, harassment, bullying or other behaviour deemed unprofessional
- display objectivity and integrity, and maintain the highest standards of duty of care in the service offered to the clients of the chosen placement organisation. This duty includes the protection of a client’s confidentiality
- not establish any financial or other arrangement with clients or involved family members of the placement organisation during the course of the placement or after its conclusion
- refrain from undertaking a placement where a dual relationship exists (e.g. with a supervisor, colleague or potential client). Such dual relationships may inhibit the effectiveness of the placement and may jeopardise the student, client or supervisor
- accurately and reliably maintain all written and electronic records as required by their placement. Falsification of any placement documentation will result in immediate placement termination and the placement being deemed unsatisfactory